Safety and Health: Fitness-for-Duty

Employee Fact Sheet

Quick Facts

- If your fitness-for-duty is called into question, you may be subject to a mandatory FFD and/or Reasonable Suspicion evaluation.
- The FFD evaluator is selected by the FFD Program Manager.
- If you are referred to your PMP, you must contact office within one business day and schedule appointment within three days.
- The FFD/RS evaluation is a mandatory work requirement. Failure to attend, participate in, complete evaluation, or follow FFD process will result in disciplinary action up to and including termination of employment.
- The FFD evaluator will provide you with a consent form to review and sign.

Fitness-for-Duty/Reasonable Suspicion

Employees are expected to be mentally and physically fit for duty and remain fit while on duty. If your fitness-for-duty is called into question, including a Reasonable Suspicion (RS) for drug/alcohol use, you may be subject to a mandatory Fitness-for-Duty (FFD) evaluation to help safeguard the workplace for employees, customers and the communities which we serve.

Fitness for Duty Evaluator

The FFD evaluator is selected by the FFD Program Manager (PM). The evaluator must be a licensed health care professional. The evaluation may be conducted by an independent evaluator, selected by the PM, or the PM may refer you to your own personal medical provider (PMP). For Reasonable Suspicion concerns, you will be escorted to a clinic/after hour’s facility for evaluation.

Fitness for Duty Evaluator

If the FFD PM refers you to your PMP for the evaluation (non-RS), you must contact your provider’s office within one business day and schedule an initial appointment within three days of the FFD notification. Failure to do so will result in a change in your pay status. If an initial appointment with your PMP is not available within three days, notify the FFD PM immediately, in which case you will be referred to an independent evaluator.

Mandatory Work Requirement

The FFD/RS evaluation is a mandatory work requirement. Failure to attend, participate in, complete the evaluation, or failure to follow the FFD process will result in disciplinary action, up to and including termination of employment. The cost of an independent FFD/RS evaluation is paid for by PG&E; all other costs are your responsibility (e.g., evaluation and follow up appointments with your PMP(s), and all treatment recommended by the FFD evaluator and provided by your PMP(s)).

Consent

The FFD evaluator will request that you review and sign a consent form to release a report about your fitness to perform your job to the FFD PM. There will also be a consent form to allow the FFD evaluator to share information with your PMP(s). While signing the form is voluntary, the FFD evaluator will still release information to the FFD PM stating if you are fit-for-duty, not fit-for-duty, and whether there are any accommodations or treatment recommendations that you will need to follow in order to return to work.
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- Your time will be coded as time off with permission with pay as long as you comply with the FFD process.
- It is your responsibility to comply with and follow the FFD process.
- Sick time must be used if sick on day of evaluation- you are required to submit a medical note confirming illness.
- Failure to attend, participate in, or complete a rescheduled evaluation, will result in disciplinary action, up to and including termination of employment.

Time Coding

If you comply with the above scheduling and attendance requirements as well as the FFD process, your time-off will be coded as time off, with permission with pay from when you are taken off work until the determination is made by the FFD evaluator. If the evaluator determines you are not-fit-for-duty, a medical leave of absence (LOA) will be initiated for you. The FFD PM will provide you with more information regarding your FFD status, LOA, and time coding, once the determination has been made.

Employee Responsibilities

Prior and during the FFD process, it is your responsibility to:

- Be available to attend the evaluation and be responsive to the FFD PM’s phone calls and emails between 8 a.m. and 5 p.m. (weekdays).
- Attend, participate in, and complete the evaluation as scheduled.*
- Follow and participate in the FFD process as instructed by the FFD PM.
- Be available to return to work the day after the determination is received if you are deemed fit-for-duty.

*Unless there are extenuating circumstances, you are required to attend the evaluation. If a situation arises, you must reschedule the evaluation at least 48 hours (weekends not included) in advance of the appointment. You will be placed on time off with permission without pay if you:

- Reschedule the FFD evaluation for personal reasons.
- Cancel your FFD evaluation with less than 48 business hours’ notice. This required notice period may be longer based on the evaluators’ policies (of which you will be informed) and you may be responsible for late cancellation fees.
- Fail to attend, participate in, or complete the evaluation, or otherwise fail to comply with the FFD process.

Sick Time/Rescheduled Evaluation

If you are sick on the day of the evaluation, you must use sick time. You are required to submit a medical note to the FFD PM confirming you were unable to attend the evaluation due to illness. You may then use your paid time (upon supervisor approval) or unpaid time until you attend and complete the reevaluation at which time, you will be placed back on a paid leave.

If you reschedule the evaluation for personal reasons or cancel without proper notice (as outlined above), you may use your paid time (upon supervisor approval) or unpaid time until you attend and complete the reevaluation, at which time, you will be placed back on a paid leave.

Failure to attend, participate in, or complete a rescheduled evaluation, will result in disciplinary action, up to and including termination of employment and you will be responsible for all missed appointment fees.